

ARIZONA DEPARTMENT OF VETERANS' SERVICES
INTERNAL MANAGEMENT POLICY 96-03

SUBJECT: SHIFT DIFFERENTIAL

EFFECTIVE DATE: August 21, 2000 (Supersedes 96-03, 04/01/96, 07/01/96, 07/02/97, 02/12/2000)

1.0 PURPOSE: The Arizona Department of Veterans' Services shall provide a shift differential to employees in certain classes required to work hours other than the day shift.

2.0 AUTHORITY: ARS § 41-1604, Duties and Powers of the Director, Shift Differential, Department of Administration Personnel Rule R2-5-303.M.

3.0 DEFINITIONS: For the purposes of this Internal Management Policy, the following definitions apply:

3.1 Day Shift - The period that starts at 7:00 a.m. and concludes at 3:30 p.m.

3.2 Swing Shift - The period that starts at 3:00 p.m. and concludes at 11:30 p.m.

3.3 Midnight Shift - The period that starts at 11:00 p.m. and concludes at 7:30 a.m.

4.0 RESPONSIBILITY:

4.1 Administrator, Arizona State Veteran Home and supervisors shall ensure that all employees understand and comply with the policy.

5.0 PROCEDURES:

5.1 The Department shall authorize a shift differential to those employees who work a scheduled shift other than day shift.

5.2 For employees who work the swing shift the rate shall be 10.0% of the employee's base salary, plus any dollars added to base, such as a stipend, at the time the shift was worked.

5.3 For employees who work the midnight shift the rate shall be 10.0% of the employee's base salary, plus any dollars added to base, such as a stipend, at the time the shift was worked.

5.4 If an employee's period of work crosses between shifts the differential paid will be based on the shift where 50% or more of the employee's time was worked (example: an employee who works a shift that starts at 1:00 p.m. and concludes at 9:00 p.m.; the employee will be paid the swing shift differential).

5.5 Supervisors will make every effort to schedule employees consistently within a single shift for at least one full pay period (preferably for periods of 90 days). Any changes must be given to the Payroll Department the first Monday following the start of the pay period.

6.0 **IMPLEMENTATION:**

This policy shall be implemented without change on the effective date.

Patrick F. Chorpenning, Director